



## City of Gainesville Department of Planning and Development Commercial Review Checklist

Block	Provided/ Correct	Need More Info/ Incorrect	Not Applicable	Mark only one box for each of the following blocks. The "Need More Info" box should be marked in pencil for erasure upon provision of information.
1				Any <i>outstanding zoning violations</i> (or failure to fully comply with zoning requirements) on this property have been resolved.
2				The Cover Sheet includes the tax parcel number. The Cover Sheet shows the zoning and conditions of zoning.
3				A copy of the approval letter for easements (i.e. sewer or cross-access) is on the site plan.
4				If on a septic system, the <i>Health Department</i> has approved the lot for the proposed use.
5				All <i>existing buildings, uses, driveways, walls and fences</i> on the property are shown on the site plan.
6				The lot ( <b>Article 9-3-2</b> ): a. Complies with current frontage, minimum area, width, depth and shape requirements (including restrictions on flag lots) OR b. Was platted and approved in accordance with provisions in effect at the time of creation OR c. Is a lot of record.
7				The lot: a. Abuts a public road, OR b. Abuts a private road in a "planned development," OR c. Is a lot of record OR is recorded as a result of judicial decree.
8				The proposed use or structure complies with <i>setback and separation</i> requirements (principal use, accessory use, townhomes). ( <b>Table 9-6-2</b> ) OR A variance from the setback and separation requirements has been granted.
9				The proposed structure complies with any <i>density, floor space, lot coverage/% of impervious surface, or other height provisions</i> ( <b>T. 9-6-2</b> )
10				The proposed use complies with <i>screening (buffer)</i> requirements ( <b>T. 9-6-2</b> ) a. Is a buffer required? Structural, vegetative or both? Opaque screening provided? b. Side buffer/Width?; Rear buffer/Width?
11				Does the proposed comply with the provisions of an Overlay Zone ( <b>A. 9-8</b> )? a. <i>Airport Overlay Zone</i> b. <i>Gateway Corridor Overlay Zone</i> c. <i>Limestone Parkway Overlay Zone</i> d. <i>North Oconee Water Supply Watershed Protection Overlay Zone</i> e. <i>Wetland Protection Overlay Zone</i> f. <i>Midtown Overlay Zone</i> g. <i>Historic Preservation Overlay Zone</i> (Green St, Ridgewood, Big Bear)



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12				<p>Does the sight contain wetlands or any state waters that will require an undisturbed buffer <b>(A. 9-8-6)</b>? Statements on plan for each?</p> <p>a. Within North Oconee Watershed Protection Zone? (100' wide undisturbed buffer and 150' wide impervious area setback from perennial streams.)</p> <p>b. Required undisturbed buffer provided along state waters (75' wide buffer [50' nondisturbed, 25' additional nonimpervious] on either side of state waters.)</p> <p>c. State EPD permit/variance to disturb within required buffer?</p> <p>d. Development within 50' of wetlands protection district?</p> <p>e. If so, an Army Corp of Engineers jurisdictional wetlands determination shall be required prior to issuance of development permit.</p> <p>f. Section 404 Permit from Corp of Engineers required? Section 404 Permit must be provided with final plan.</p>
13				The proposed use, structure or sign complies with all provisions of development covenants within industrial parks <b>(see Industrial Park Covenants)</b> .
14				<p>Proposed use is a principal use and complies with restrictions <b>(A. 9-10-6)</b>, OR  Proposed use is an accessory use and complies with restrictions <b>(A. 9-10-7)</b>.</p>
15				The proposed use complies with <i>outdoor storage</i> requirements <b>(A. 9-10-7-5)</b> . Is the <i>outdoor storage</i> permitted within the existing zoning district?
16				<p>In this zoning district, the proposed use or structure</p> <p>a. is inherently permitted, OR</p> <p>b. has been specifically approved as a "Special Use," OR</p> <p>c. is approved as part of a "Planned Development" or as part of zoning conditions, OR</p> <p>d. is non-conforming but is permitted under <b>Article 9-11-2</b></p>
17				<p>Frontage landscape strip requirements met <b>(A. 9-16-4)</b>?</p> <p>a. Strip delineated? Extends into R/W? Walls, fences or parking within strip?</p> <p>b. Meets width requirements? {20' residential, 10' commercial (CB = none)}</p> <p>c. "One tree per 40 linear feet" count met? Reach at least 12" at DBH?</p>
18				<p><i>Parking lot tree</i> requirements met <b>(A. 9-16-4)</b>?</p> <p>a. One tree per 20 parking spaces - - deciduous shade trees?</p> <p>b. Landscaping islands provided? Meet 8'-wide and 100sf planting area?</p>
19				<p>The <i>tree plan/tree protection plan</i> includes the following <b>(A. 9-16-5)</b>:</p> <p>a. Total site area (in acres or sf)? Size of project area (in acres or sf)?</p> <p>b. Existing tree type, size and location (EDF).</p> <p>c. Replacement tree type, size and location (RDF): 25% pines and canopy allowed, flowering-ornamental trees not, unless on chart <b>(Table 9-16-5-4)</b></p> <p>d. Overall "15 units per acre" count met?</p>
20				<p>Proposed <i>access to the abutting road</i> (number, location and design of driveways) is in accordance with applicable provisions. (If the road is divided four-lane or a State Route, see specific provisions.)</p> <p>a. Type of road? Road frontage? # of driveways per frontage? <b>(A. 9-17-2)</b></p> <p>b. Driveway design: width, radii and sight triangle.</p>



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21				Use complies with <i>off-street parking and loading</i> requirements ( <b>A. 9-17-5</b> ) a. Proposed parking lot at least five feet from any property line? b. Number of spaces correct (required for use plus handicap)? c. Number of handicap spaces correct: total and van-accessible? Access aisles correct size? Appropriate location? Grade change/slope correct? d. Space dimensions correct (8.75' wide x 17.5' long)? e. Internal access aisles meet two-way (26') or one-way (18') width requirements? f. Driveway width requirement: 36' w/ center island, 30' two-way, 16' one way
22				Any <i>sign</i> complies with applicable provisions ( <b>A. 9-18</b> ). Does plan include statement about permitting of signage? Signs are to be permitted separately.
23				<i>Lighting</i> complies with applicable provisions. Does plan include statement about low-level, non-spill lighting?
24				Amount disturbed area in acres? _____ Obtained permit (N.O.I.) from State EPD when disturbing land over 5 acres.



## City of Gainesville Department of Planning and Development Preliminary Plat Review Checklist

Block	Provided/ Correct	Need More Info/ Incorrect	Not Applicable	Mark only one box for each of the following blocks. The "Need More Info" box should be marked in pencil for erasure upon provision of information.
1				Tax parcel #, land district and land lot on coverage.
2				Total acreage.
3				Total number of lots.
4				Average and minimum lot size.
5				Minimum setback lines on all lots and other sites.
6				Source of water and sewer.
7				Length of proposed roads.
8				Phasing of the subdivision and estimated time of completion.
9				Copy of the Zoning Ordinance and conditions from City Council.
10				Any outstanding zoning violations on this property have been resolved.
11				Approved subdivision and street names.
12				Name, address, telephone number of the owner of record and subdivider.
13				Name, address, telephone number, seal, and signature of the registered Engineer, Surveyor, or Landscape Architect responsible for the construction plans and Surveyor responsible for the boundary survey.
14				Certification by surveyor as to the accuracy of the survey and plat.
15				Date of survey, north point, and graphic scale, source of datum, date of plat drawing, and space for revisions.
16				Natural features within the proposed subdivision, including drainage channels, bodies of water, wooded areas and significant features. On all water courses leaving the tract, the direction of the flow shall be shown.
17				Cultural features within the proposed subdivision, including right-of-way and pavement widths, and names of existing and platted streets adjoining, or abutting the subdivision, all easements, city and county lines and other significant information. Location of bridges, utility lines and structures, buildings culverts, cemeteries, and other features should also be indicated.
18				Location sketch locating the subdivision in relation to the surrounding area with regard to well-known landmarks such as major thoroughfares, railroad or others. Sketches may be drawn in freehand and a scale sufficient to show clearly the information required, but not less than 1" = 2,000'.
19				Name of former subdivision, and the Plat book and page numbers where it was recorded, of any or all of the preliminary plat that has been previously subdivided.
20				Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
21				Lot lines with dimensions to the 1/10 foot, necessary internal angles, arcs, chords and tangent or radii of rounded corner.
22				Lots or sites numbered in numerical order and blocks lettered alphabetically. In general, all lots should be numbered in numerical sequence.
23				The location and specifications of proposed streets.
24				Location or statement of flood hazard areas.
25				Notice of intent to dedicate any portion of the property to the public.
26				An outline of any proposed organization to control a portion or all of the tract, i.e., homeowners association.



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Block	Provided/ Correct	Need More Info/ Incorrect	Not Applicable	Mark only one box for each of the following blocks. The "Need More Info" box should be marked in pencil for erasure upon provision of information.
27				Location of all proposed roads, sidewalks, street lights, amenity facilities, parking spaces and common areas.
28				Reference to recorded subdivision plats of adjoining platted land by record name, date, and number, when known.
29				When the tract of land to be subdivided abuts on U.S. Government property, then the final plat of the land shall show a tie or ties of Land Lot lines conforming to U.S. Government Take Line descriptions.
30				Location and description of monuments.
31				If the property is zoned PUD, all specifications and requirements of that zone have been met or noted.
32				Any driveway restrictions have been noted or shown.
33				Tree Plan showing: type, placement and caliper size of trees to be removed; type placement and caliper size of trees to remain and or be replaced.
34				Does the proposed comply with the provisions of an Overlay Zone <b>(A. 9-8)</b> ? a. <i>Airport Overlay Zone</i> b. <i>Limestone Parkway Overlay Zone</i> c. <i>North Oconee Water Supply Watershed Protection Overlay Zone</i> d. <i>Wetland Protection Overlay Zone</i> e. <i>Midtown Overlay Zone</i>
35				Does the site contain wetlands or any state waters that will require an undisturbed buffer <b>(A. 9-8-6)</b> ? Statements on plan for each? a. Within North Oconee Water Supply Watershed? b. Required undisturbed buffer provided along state waters (75' wide buffer [50' nondisturbed, 25' additional non impervious] on either side of state waters, 150' wide buffer [100' nondisturbed, 50' additional non impervious] in North Oconee Water Supply Watershed)? c. State EPD permit/variance to disturb within required buffer? d. Development within 50' of wetlands protection district? If yes, then must contain statement required in Sec. 9-2-11, page 2-54 of the Code. e. If so, an Army Corp of Engineers jurisdictional wetlands determination shall be required prior to issuance of development permit. f. Section 404 Permit from Corp of Engineers required? Section 404 Permit must be provided with final plan.
36				Provide an 11 x 17 copy of the final subdivision plat for addressing. The entire subdivision must be on one sheet.



## City of Gainesville Department of Planning and Development Final Plat Review Checklist

Block	Provided/ Correct	Need More Info/ Incorrect	Not Applicable	Mark only one box for each of the following blocks. The "Need More Info" box should be marked in pencil for erasure upon provision of information.
1				Total acreage.
2				Location (land district and land lot).
3				Total number of lots; number of lots listed in numerical order and blocks lettered alphabetically. In general, all lots should be in numerical sequence.
4				Average and minimum lot size.
5				Minimum setback lines on all lots and other sites.
6				Source of water and sewer.
7				Length of proposed roads.
8				Phasing of the subdivision and estimated time of completion.
9				Copy of the Zoning Ordinance and conditions from City Council.
10				Any outstanding zoning violations or failure to comply fully with zoning requirements on this property have been resolved.
11				Approved subdivision and street names.
12				Name, address, telephone number of the owner of record and subdivider.
13				Name, address, telephone number, seal, and signature of the registered Engineer, Surveyor, or Landscape Architect responsible for the construction plans and Surveyor responsible for the boundary survey.
14				Certification by surveyor as to the accuracy of the survey and plat.
15				Date of survey, north point, and graphic scale, source of datum, date of plat drawing, and space for revisions.
16				Natural features within the proposed subdivision, including drainage channels, bodies of water, wooded areas and significant features. On all water courses leaving the tract, the direction of the flow shall be shown.
17				Cultural features within the proposed subdivision, including right-of-way and pavement widths, and names of existing and platted streets adjoining, or abutting the subdivision, all easements, city and county lines and other significant information. Location of bridges, utility lines and structures, buildings culverts, cemeteries, and other features should also be indicated.
18				Location sketch locating the subdivision in relation to the surrounding area with regard to well-known landmarks such as major thoroughfares, railroad or others. Sketches may be drawn in freehand and a scale sufficient to show clearly the information required, but not less than 1" = 2,000'.
19				Name of former subdivision, and the Plat book and page numbers where it was recorded, of any or all of the preliminary plat that has been previously subdivided.
20				Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
21				Lot lines with dimensions to the 1/10 foot, necessary internal angles, arcs, chords and tangent or radii of rounded corner.
22				The size and location of all public water and sewer lines.
23				Location of drainage easements for all storm drain facilities, outlets and subsequent drainage ways, streams and other locations as required.
24				Location or statement of flood hazard areas.
25				Notice of intent to dedicate any portion of the property to the public.



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26				An outline of any proposed organization to control a portion or all of the tract, i.e., homeowners association.
27				Location of all proposed roads, sidewalks, street lights, amenity facilities, parking spaces and common areas.
				Primary control point to which all dimensions, angles, bearings and similar data on the plat shall be referred (Point of Beginning.)
28				Reference to recorded subdivision plats of adjoining platted land by record name, date, and number, when known.
29				When the tract of land to be subdivided abuts on U.S. Government property, then the final plat of the land shall show a tie or ties of Land Lot lines conforming to U.S. Government Take Line descriptions.
30				Location and description of monuments.
31				If the property is zoned PUD, all specifications and requirements of that zone have been met or noted.
32				Any driveway restrictions have been noted or shown.
34				Does the proposed comply with the provisions of an Overlay Zone <b>(A. 9-8)</b> ? a. <i>Airport Overlay Zone</i> b. <i>Limestone Parkway Overlay Zone</i> c. <i>North Oconee Water Supply Watershed Protection Overlay Zone</i> d. <i>Wetland Protection Overlay Zone</i> e. <i>Midtown Overlay Zone</i>